



High School Proms

A beautiful venue sets the stage.

Where flawless cuisine, music and laughter create an evening of timeless memories.



CHASE CENTER
on the riverfront

PROM PACKAGE

Thank you for considering the Chase Center on the Riverfront as a venue for your prom. Our spacious beautifully-appointed ballrooms, delicious cuisine and impeccable service make this “THE” place for a memorable prom.

Enclosed you will find our all-inclusive prom packages. Our professional event planners are available to assist you in planning this special occasion to meet your needs. Our award-winning chef’s culinary creations are offered as a dinner buffet or a served dinner menu. Enhance your menu with plated hors d’oeuvres or specialty décor options designed to make for a wonderful evening full of laughter and fun.

Our prom packages include the service charge, a dance floor, and tables for the DJ and registration. We also provide black, white or ivory 85” square cloths and napkins for your dinner tables. Many of our preferred vendors can create wonderful themes, decorations or centerpieces, or provide specialty linens to give your prom its final touch.

Call us today to reserve your date for the spring and to begin planning your event.

Packages are all inclusive.
Prices are guaranteed through 2018 with proper deposit and signed contract.



PLANNING YOUR PROM

BOOKING YOUR EVENT

As the exclusive event manager and caterer for the Chase Center on the Riverfront, Sodexo looks forward to making your event memorable. A Sales Manager will tentatively hold a function date up to 14 days without a deposit or contract. To confirm an event as definite, a non-refundable deposit of 25% of the estimated revenue or the food and beverage minimum for the space reserved, whichever is greater, and a signed contract is required.

FACILITY

There are no facility rental fees if you meet a minimum purchase of food and beverage for each specified room. Please inquire with our sales staff for minimums or facility usage fees.

EVENT DETAILS

All arrangements should be finalized at least four weeks in advance of your function. A Banquet Event Order and floor plan of your event will be submitted to you for approval. It is the client's responsibility to review all arrangements, notify your event coordinator of any changes, and return the agreement signed at least three weeks prior to the date of the function.

GUARANTEES

A final attendance guarantee must be specified by 12 Noon, **four** business days prior to the event. This guarantee is not subject to reduction. If a guarantee is not received four business days prior to the event, the estimated count will be used as the final guarantee. Attendance increases after the final guarantee, is subject to Chef's approval who reserves the right to substitute menu items. We will prepare for 2% above the guarantee, and you will be charged whichever is greater, the guarantee or number of guests served.

PAYMENT

Sodexo accepts payments by money order, personal and/or corporate check. A signed copy of the contract and **deposit of 25% of the estimated** food, beverage and rental fees is due within ten business days. The **final balance** must be paid in full by 12 noon, four days prior to the event based on the final guaranteed number of guests. Should proper payment not be received within the designated time, Sodexo reserves the right to cancel the event. **Any additional charges** during the event will be due within 5 business days following the completion of the event.

STAFFING CHARGE

All food and beverage is subject to a 22% staffing charge unless otherwise specified in a packaged menu. The Staffing Charge is not a gratuity, but covers labor expenses for staffing your event and may exceed our actual labor cost. Gratuity is offered at the sole discretion of the customer. Additional line item labor charges may still apply. Check with your sales manager for further clarification.

COAT CHECK

At the clients' request, coat check will be provided in seasonal weather with one attendant per 150 guests, \$100 for up to four-hours, and \$35 for each additional hour.

DANCE FLOORS

The Chase Center will provide the following sized wood parquet dance floors on a first come basis. Should your event require additional panels or if the Chase Center's inventory is depleted, additional 3' x 3' squares are available for \$20 each.

30' x 30' in Wilmington Hall
27' x 27' in Riverfront Ballroom
24' x 24' in Governor's Hall
21' x 21' in Christina Ballroom

DECORATIONS

Decorations, posters, signs or displays brought into the Chase Center must be approved before the event. Items may not be attached to walls, windows, drapes and/or columns. The following machines are not permitted: Popcorn, Peanuts, Snow, Fog or Bubble, Spray String, Confetti and Cotton Candy. No open flame décor is permitted. Balloons are permitted only when weighted. Charges may apply if a lift is required to remove any balloons from the ceilings.

A recommended list of vendors will be provided for any additional services your event may need.

ENTERTAINMENT

The name and contact info of your DJ and/or band must be provided. They should receive, and sign our DJ/Band requirements to ensure a safe and professional event. A 150 amp power drop will be provided. Should they require additional electric, sound or lighting, contact Riverfront Audio Visual, our exclusive in-house provider 302.472.0118 x1. There may be a separate contract and invoice for these services. A complimentary 12' x 8' x 1' skirted stage will be provided should they require a stage. Additional 4' x 8' panels are available at \$25 per panel.

EVENT TIMES

The Prom Packages are for a five hour event. Should the client request to extend the event time, there will be an additional 3% staffing charge added to the food and beverage purchases per additional hour.

FAVORS

The Prom Committee and/or high school is responsible for placing favors or give away items on the dinner or registration tables prior to your prom. We can place favors for an additional labor charge. Overnight storage may not be available.

LINEN

The Chase Center provides Sandalwood color table cloths and napkins for all tables. A limited palette of napkin colors is available at no charge. Ivory and white table clothes may be available with advance notice. Specialty items such as chair covers with sashes, slip covers, overlays, spandex and custom colors are available for an additional charge.

PHOTOGRAPHERS

The name and contact info of your photographer must be provided to coordinate timing and set-up. A facility room charge may apply should the photographer require use of an additional room.

PARKING AND DROP OFFS

Due to the construction of the Westin Wilmington, the entrance and guest drop off is on the West side of the building on Shipyard Drive. Once students arrive, they are required to enter the building immediately. Outside photos are not permitted, and we discourage parents from coming to the parking lots for photos. Parents will not be allowed into the facility, and are asked not to linger or congregate outside. There will be signage on Beech and Justison Streets directing all Chase Center event traffic.

SUPERVISION AND SECURITY

The Chase Center requests your school's prom policies in advance, including the time your students should arrive, the time they are allowed to leave and if there is a school sponsored after party. Chaperones are required to supervise the prom.

As the exclusive provider of security, the Chase Center may determine the extent of your security needs and arrange for licensed interior, exterior security and/or police. The Chase Center requires there to be two security and/or police officers for 300 guests or less and one additional officer for every 150 additional guests. The charges are \$55 per hour per police officer charge and \$35 per hour per security guard.

AFTER-PROM PARTIES

Tickets for after-prom parties must be distributed out at the conclusion of the event. Any student who leaves the Chase Center will not be permitted back into the event.



PROM BUFFET DINNER MENU

AMERICAN BUFFET

Fresh Garden Salad with Buttermilk Ranch Dressing or Balsamic Vinaigrette
Grilled Lemon Chicken with White Wine Caper Sauce
Braised Beef Brisket with Red Wine Sauce
Macaroni and Cheese
Green Bean Casserole with Crispy Fried Onions
Brown Rice Pilaf
Dinner Rolls and Butter
Assorted Desserts

SOUTHERN BUFFET

Bacon, Lettuce & Tomato Salad with Ranch Dressing
Macaroni & Cheese with Sharp Cheddar, Pimentos and Garlic Parsley Bread Crumbs
Buttermilk Marinated Boneless Fried Chicken
Carolina Pulled Pork
Garlic Mashed Potatoes
Seasonal Fresh Vegetables
Sweet Corn Bread
Assorted Desserts

TUSCAN BUFFET

Caesar Salad
Grilled Chicken Marsala
Pan Seared Salmon with Lemon Dill Sauce
Penne Pasta Primavera with Fresh Seasonal Vegetables
In a Tomato Basil Sauce
Seasonal Fresh Vegetables
Basil Roasted Red Bliss Potatoes
Warm Parmesan Bread Sticks
Assorted Desserts

WATER AND SOFT DRINKS

Bottled Spring Water
Assorted Canned Coke Soft Drinks

\$55 PER PERSON INCLUSIVE FOR FIVE HOUR EVENT



PROM SERVED DINNER MENU

SALADS

GARDEN
Shaved Carrots, English Cucumbers, Grape Tomatoes, Herb Croutons, Balsamic Vinaigrette

BABY WEDGE
Tomato Confit, Shaved Carrots, Chopped Bacon Bleu Cheese Dressing

HEARTS OF ROMAINE
Marinated Tomatoes, Focaccia Croutons, House Made Caesar Dressing
(PLEASE SELECT ONE SALAD FROM ABOVE)

DINNER ENTRÉES

GRILLED CHICKEN BREAST
Lemon, White Wine, Capers and Meyer Lemon Sauce

MUSTARD CRUSTED CHICKEN
Garlic Mashed Potatoes in a Tarragon Cream Sauce

BRAISED ANGUS BEEF SHORT RIBS
Parsnip Mashed Potatoes In Red Wine Sauce

ROASTED TENDERLOIN OF BEEF
Red Onion Marmalade, Cabernet Sauce
(ADD \$5.00 PER PERSON)

FENNEL ROASTED SALMON FILLET
Big Pearl Couscous, Warm Tomato Vinaigrette, Crispy Leeks
(PLEASE SELECT ONE ENTRÉE FROM ABOVE)

DESSERTS

Ricotta Cheesecake, Strawberry Coulis, Lemon Scented Tuile
Triple Chocolate Mousse Torte, Chocolate Sauce, Chocolate Shortbread
Seasonal Berry Tiramisu, Almond Lacey Crisp
(PLEASE SELECT ONE DESSERT FROM ABOVE)

WATER AND SOFT DRINKS

Bottled Spring Water
Assorted Canned Coke Soft Drinks

\$60 PER PERSON INCLUSIVE FOR THREE COURSE DINNER



SOMETHING EXTRA FOR YOUR PROM

ADDITIONS

Stationary Hors D' Oeuvres Display for one hour
\$13 PER PERSON

Tray Passed Hors D' Oeuvres for one hour
\$15 PER PERSON

Mini Cupcakes, Whoopie Pies, Cheesecakes, Brownies
\$6 PER PERSON

Mini Cream Puffs, Éclairs, Cookies, Flavored House-Made Marshmallows
\$4 PER PERSON

Custom Ice Sculpture
Starting at \$250

Custom Balloon Décor Packages, including arches and centerpieces.
Please inquire about pricing.

All additional food and beverage is subject to a 22% staffing charge, prices are subject to change.



SERVICE VENDORS

MEETING, EVENT AND PARTY PLANNERS

Bravo!	302.652.1222
Meetings by Design	302.738.8318
Perfected Planning	302.838.2227
Planning Factory International	302.656.8400
Soiree, Etc.	856.498.5829
Spotlight Style	917.655.2837
What's your Inspiration? Custom Events	302.494.4453

FLORAL AND DECOR

Bloomsberry Flowers, LTD	302.654.4422
Celebrations Design Group	302.793.3893
Elegant Affairs	973.882.8001
Flowers by Yukie	302.658.8292
On Q Productions by Quill's Bunches	302.428.1413
Petal Pushers (Alexis)	302-654-4236
Aribella Events (Tonia)	484-843-1265

BANNERS / SIGNAGE

Precision Color Graphics	302.661.2595
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DISC JOCKEYS

All Around Entertainment	215.354.0124
All Around Sound Entertainment	888.315.6804
DJ Connection	856.414.1515
Fredrick Hart Entertainment	609.230.3869

Maximum Sound Entertainment 302.295.6428

The Pros 800.843.7767

Tom Barrett DJ's 302.529.9200

Ultimate Sound DJ's 718.204.1938

VIP Mobile 856.293.0475

LIVE ENTERTAINMENT

Bernie Doherty 302.598.0136

Chico's Vibe 610.246.5831

Club Phred 302.999.9330

CTO Artists (Live Bands, Rock, Strings) 877.286.6874

Dynasty Orchestras 800.238.2263

Ebe Events and Entertainment 888.323.2263

Grease Band 609.890.2575

Jelly Roll 610.358.9010

Larry Tucker Band 302.985.7020

The Best of Both Worlds 800.607.2378

The Juveniles 302.326.2177

Walt Wagner and the Polka Serenaders Orchestra 302.239.5159

TRANSPORTATION

City Wide Limousine 302.792.1225

Creative Travel 302.658.2900

Daves Limo 302.656.4100

Delaware Express Shuttle 302.454.7800

Eagle Transportation Services 302.325.4200

Primetime Limos 302.425.5599

PHOTOGRAPHERS

Charles Uniatowski Photography 267.336.7850

Clair Pruett 302.888.1000

Fairmount Photography 484.892.7768

Engler's Designer Images	302.426.9000
Laura Novak/Little Nest Photography	302.656.5274
Litrato Photography	302.229.5572
Thomas W. Lunt Photography	302.293.6723

BAKERIES

Bing's Bakery	302.737.5310
Cakes by Kim	302.252.9995
Candy for all Occasions	302.654.9171
Cannon's Bakery	302.368.7900
The Master's Baker	610.436.9888

MISCELLANEOUS

Celebrations Design Group	856.630.2427
Dapa Balloons	302.999.9426
Elite Photo Booth	302.383.8798
Fulton Paper & Party	302.594.0400
Kool Beans, Etc.	302.654.8590
Picture This Photo Booths	302.753.2210
Special Occasions Linen Rental	717.299.4642
The Fun Dept.	302.731.8800
The Wilmington Photo Booth Co.	302.388.3619
PiXcara Studios	610-763-9882